



**AGENDA**  
**December 3, 2019 / 6:00 pm**  
**TRUTH IN TAXATION HEARING**

- **CALL TO ORDER-** 6:00 P.M.
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL-** Martell, Bissen, Pfiffner, Walsh Absent: Spanjers
- **MAYOR PRESENTS PROPOSED 2019 TAX LEVY COLLECTIBLE IN 2020**
- **DISCUSSION**
- **RESOLUTION ADOPTING FINAL 2019 TAX LEVY, COLLECTIBLE IN 2020-** Motion to Adopt Final 2019 Tax Levy made by Martell, Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers
- **ADJORNMENT OF HEARING:** Motion to adjourn Truth in Taxation and move into the Regular Council Meeting at 6:06 P.M. made by Martell, Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers

**REGULAR COUNCIL MEETING**

- **ACTION TO CHANGE AGENDA:** Add Payments to Richards Sanitation, Bobcat, Visa, Gopher State One. Add 8.5: DNR Communication

**1. Consent Agenda:** Motion to consent the agenda with the changes made by Martell, Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers

*All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**1.1**

**Minutes:**

Nov 6, 2019

**1.2**

Bills Payable Through:

Nov 30, 2019

**1.3**

Consolidated Balance Sheet

Nov 30, 2019

2. **Water/Waste Water/City Engineer Report:** Vetsch noted that Zenke would begin work on the sewer repairs in the alley between 3<sup>rd</sup> and 4<sup>th</sup> Street on Thursday December 5<sup>th</sup>. They will be blocking a section between Ash and Birch Street. Vetsch has not heard anything from Davy Engineering on the Water Study to be completed.
3. **Library/City Hall/City Center Report:** Barb Bissen informed the Council that they would be having a fundraiser on Saturday December 7<sup>th</sup>.
4. **Police Dept./City Attorney Report:** Police Chief Schuldts noted that he was planning to get new tires for the Squad car. Schuldts informed the Council that he had submitted the parking lot repair invoice to Homeland Security for reimbursement and they sent a reimbursement for \$11,681.25. Schuldts noted that he only has to complete the remaining reporting for the Como Falls Park. He noted that Green Acres had submitted an invoice for work done in June of 2019. He was concerned that this work was listed on the invoice paid to Zenke. Councilman Bissen said that the Green Acres invoice was to remove the debris which was listed on the quotation bid under line item #20. The work listed on the invoice from Zenke was for work to remove the flood deposited fill. Schuldts said he would get together with Green Acres and request that he make some changes to the invoice so that he could submit them for reimbursement.
5. **Streets / Maintenance Report:** None
6. **Recreation Board Report:** None
7. **Planning Commission / Zoning Report:** Pfiffner disused the Zoning Committee Meeting where there was discussion of the Zoning Application for parcel 23.029.000. The committee reviewed the structure and determined the setback from the south end of the lot in a commercial zone has to be 10 feet according to Ordinance #133 Table 1. Based on the dimensions provided by the property owner, the structure is in violation. The side lot, east side, joins to a residential zone; this requires a 30 foot setback. Pfiffner asked for the recommendation of the Council. Councilman

Bissen noted that he owns to the bottom of the hill on the south end of the lot so the setback would be met on the south end. The council discussed the setback requirements on the east end of the lot and Bissen stated that he would apply for a variance. The Council decided to table the discussion and after the application of a variance they would review the variance requirements.

**8. New Business:**

- 8.1** American Tower Land Lease: Clerk Martell presented a proposal from American tower including two new conditional offers: Option 1 Prepaid Lease Option: Lump sum cash payment of \$99,000 and Option 2 Installment Payment Option: 120 monthly payments of \$1,074.00 which over the plan period would amount to \$128,880.00. The currently lease agreement included a \$25,000 payment to extend the lease and a payment of \$550 per month through 2037. In 2037 American tower could continue the lease and in 2042 there would be an increase of 20% and ever 5 years following would include a 10% increase through 2067. Councilman Martell asked if there were any provisions in the contract that included any additions to the tower. Bissen discussed the option of making a payment on the Wastewater Treatment Bond if we receive the lump sum payment and what impact that would have on the interest. The Council decided to table the discussion for further review of the details of the contract.
- 8.2** City Center Contracts: Motion to renew 2020 Lease Agreement with Tas-tee Shoppe with no changes made by Martell, Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers. Motion to authorize Mayor Walsh to approve and sign agreement made by Martell. Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers.
- 8.3** Resolution 2019-06 Authorizing Assessment of Delinquent: Motion to adopt Resolution 2019-06 made by Martell. Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers.
- 8.4** Resolution 2019-07 Designating City of Hokah Polling Place: Motion to adopt Resolution 2019-07 made by Pfiffner. Second by Bissen. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers.
- 8.5** DNR Communication Regarding 7 Rivers Surplus Property: Nicole Lehman from DNR had provided some information regarding the 7 Rivers Surplus site at 4905 State Highway 16. The City of Hokah is aware that the building on this property was not in compliance with the Floodplain Ordinance. If the City does not take steps to resolve the ordinance violation they are jeopardizing their eligibility for resident's obtaining flood insurance. The DNR can recommend to FEMA that a community is removed from the program. Nicole recommended the City first work with the land owner to request the original zoning permit and also an elevation certificate. Then the City could work with the DNR to review this information and recommend next steps. There was also discussion regarding work near this facility placing fill in the floodplain and affecting the neighboring properties. The permit application regarding the fill had been denied for further information.

**9. Old Business:**

- 9.1** MN Basic Code: No further discussion.
- 9.2** Wastewater Treatment Plant Energy Efficiency Report: Matt Vetsch will be looking into the cost and affect the upgrades would have on the operation.
- 9.3** MN DOT Proposed Snow Removal Agreement: Clerk Martell had reached out to the Superintendent for District 6 and he stated that the reason for the change was due to the past process violating their purchasing provisions. This caused the Purchasing Director to review the process and put together a general average calculation. Clerk Martell noted that in 2019 the city was paid \$11,000, in 2018 no invoice was submitted, in 2017 we received \$5,100, in 2016 we received \$1,800 but we believe in 2016 and 2015 the payment may have been directly paid to the 3<sup>rd</sup> party. In 2014 \$8,800 was paid and in 2013 \$5,158. Clerk Martell had also reached out to Brenda from SEMLM and she had said this was the first she had heard of this change. Councilman Martell would like to take the issue to the SEMLM meeting and also to the State Representatives. Martell made a motion to request the city attorney amend the agreement changing the terms from 5 years to 1 year and the Mayor and Clerk have the authority to execute the agreement. Second by Pfiffner. Aye: Martell, Bissen, Pfiffner, Walsh. Absent: Spanjers.
- 9.4** Fire Truck: Matt Vetsch notified the Council that the Fire Department voted to go with the side mount on the new fire truck. The cost would be \$336,000. After the reserve funds are used the total would be approximately \$310,000 which would be divided between the City of Hokah, Hokah Township, Brownsville Township, Union Ridge Township and Mound Prairie Township. Motion to authorize the fire department to purchase the new fire truck made by Martell. Second by Pfiffner. Aye: Martell, Bissen, Pfiffner. Abstain: Walsh. Absent: Spanjers.

**10. Council Member's Comments/Community Input:** Kim Holter wanted to thank Matt Vetsch and Tom Kirchoff for all of their help with decorating for the holidays and also for their help with the monument. The Veterans will be moving forward with a phase 2 of the monument. They will be installing blocks for individuals to include their names and dates of service. This will start in the summer of 2020. All individual donations would be made. Kim also discussed some of the negative comments that she had heard during the project. She asked the Council to clarify if the City Employees are able to help with the project. Walsh noted that it depends what the work involves. Pfiffner stated the Park is maintained by the City and that it is important for the City Employees to be involved to be sure they are able to continue to maintain the park. Martell said the memorial is part of the park which is maintained by the City and it is just another addition to the Park. Bissen expressed the difference between maintaining and installing. He did not feel that work on the installation of the project should involve work from City employees. Carol Moore discussed the issue of the sidewalk on Main Street near Hokah Hardware. She was concerned of the hazard this caused for individuals walking and parking along the

sidewalks.

Martell: None

Bissen: None

Pfiffner: None

Spanjers: Absent

**11. Mayor's Comments:** Meet the Mayor – November 20.

**12. Staff Correspondence:** Clerk Martell noted the Auditor had requested that we begin the Audit in January and we are currently scheduled to have the field visit on January 27<sup>th</sup>.

**13. Correspondence Received:**

**14. Announcements:**

**15. Next Council Meeting**

**15.1** January 7, 2020 6:00 PM

**16. Items for next Agenda:** MN Basic Code, American Tower Lease Agreement, MN DOT Snow and Ice Removal Agreement, Wastewater Efficiency Report

**17. Adjournment:** Motion to adjourn made by Bissen, Second by Pfiffner at 7:21 P.M.